

## How to Include Extracurriculars in Your Resume



As a recent graduate, including your extracurricular achievements can be an effective way to showcase your skills and abilities, especially when you don't have much professional work experience. Understanding how extracurriculars can enhance your resume will give you the tools to strengthen your job applications, thus setting you apart in the hiring process. *In this resource*, we will discuss what extracurricular activities are, when and how you should include them on a resume, and the types of extracurricular activities to add on a resume.

### What are Extracurricular Activities?

Extracurriculars refer to any activities that are not required for academic credits. Your extracurricular experiences can provide you with valuable practical skills that will benefit you personally and professionally. You've developed *transferable skills* through your involvement in extracurricular activities - these are abilities and knowledge that can apply to multiple contexts such as leadership, communication, teamwork, and critical thinking, among others. Some of these skills are core requirements for any job that employers seek in prospective candidates and can give you a competitive edge in the job market.

### How to Get Started

First, *identify the skills and values relevant to the employer's needs and wants*. You can do this by reviewing the job description and speaking to an industry expert in your chosen field or someone from the company you're interested in working for. Perhaps strong communication and interpersonal skills are *highlighted in the qualifications section or responsibilities section* of the job post. Or you might find out from a *networking session* that the employer is prioritizing someone who can operate under tight schedules and manage their time well. *Researching the company and the role* you are applying to can help determine the type of extracurricular experience you want to highlight on your resume and how to describe it.

## Which Extracurriculars to Include?

Next, think about what you have done in your extracurriculars and assess how these experiences have prepared you for the position you're applying to. For instance, as a BCITSA Club Executive, you might have spent a lot of time leading, organizing, and managing logistics for groups of students. Highlighting these skills with concrete examples demonstrate to the employer you have what it takes to succeed in the workplace. Professional skills you might develop as a Club Executive may include:

- Leadership
- Communication
- Initiative
- Critical thinking
- Teamwork & Collaboration
- Conflict management
- Organization
- Decision making
- Time management
- Event planning

## Examples of Extracurriculars to Include on your Resume from BCIT and Off-Campus

- [Student Clubs](#)
- [BCITSA Peak Leadership Program](#)
- [BCITSA Career Mentorship Program](#)
- [BCITSA Entrepreneurship](#)
- [BCITSA Events Volunteering](#)
- [BCITSA Student Executive Positions, Student Council](#)
- [BCIT Peer Tutoring](#)
- [BCIT Student Life Ambassadors](#)
- [BCIT Student Innovation Challenge](#)
- [Study abroad experience-BCIT programs/travel](#)
- [BCITSA Link Magazine](#)
- Case Competitions & Hackathons
- Skilled Volunteering
- Team sports

## Where to Include your Extracurricular Experience

Where you dedicate extracurricular activities on your resume depends on your role, scope and level of responsibility within the organization, how relevant it is to the job you are applying to, and if you have other experiences to showcase. Be intentional about where you place your extracurricular activities to leverage your skills and experience.

Places you could include extracurriculars on your resume:

- 1. Experience Section:** If you have dedicated a significant amount of time committed to your extracurricular responsibilities comparable to a part-time job, it may be best to include it in the experience section, especially if you developed relevant skills to the industry you're targeting. For example, you organized multiple events and created social media posts in your school club as the VP of External Events. These achievements may demonstrate a strong match for the positions in marketing you are applying to and would be well-suited to include in your experience section.

2. **Extracurricular Activities Section:** If you have been involved in multiple extracurriculars, you can dedicate an entire section to listing your extracurricular activities. This is especially beneficial if the listed activities are relevant to the role you're applying to. Nonetheless, employers will take note of your dedication to professional development activities and your ability to take initiative and demonstrate a strong work ethic and leadership qualities.
3. **Education Section:** Including an extracurricular within your education section can be beneficial if the activity is related to your academic program and/or if you gained a certificate or training as a result. For example, if you volunteered as a BCIT Set Representative to advocate for student concerns, highlight your leadership, communication abilities, and/or conflict management under that activity.

In summary, there are various sections of your resume you can list your extracurriculars. Ask yourself these questions to help determine *where* they may be best suited:

- *How much time did I dedicate to the volunteer role? And did I develop transferrable skills to the role I am applying to?*
- *Have I been involved in multiple volunteering roles?*
- *Does my volunteer role relate to my academic program and/or did I gain a certificate?*

## How to List Your Extracurriculars on a Resume

Regardless of where you choose to list your extracurriculars, you should present these activities like you would as *work experience*, by including the role/position you held, the name of the organization, and the dates/period of your participation. You also want to include bullet points with accomplishment statements that detail your responsibilities, the skills you developed and specific achievements. Check out this [resource](#) on writing accomplishment statements.

Below are **resume examples** to show how this looks in practice.

### RELEVANT HR EXPERIENCE

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**Human Resources Association – VP of Events** | BCITSA, Burnaby, BC

Sept 2021- May 2022

*A student organization/club aimed to provide BCIT HR students exposure to industry through interactive workshops, volunteer, and networking opportunities.*

- Planned and executed 8 successful virtual industry events to increase student learning and insights on various HR topics, engaging a total of 160 participants in attendance.
- Created promotional content, marketed via social media channels, (i.e. LinkedIn, IG, newsletter) and communicated to student networks across campus.

**HR Recruitment Experience Project – Peer Reviewer Volunteer** | BCITSA, Burnaby, BC July – Sept 2021

*A program designed for HR students and recent graduates to gain hands-on practice in the recruitment & selection process and enhance job-ready skills while supporting BCIT peers.*

- Learned how to develop effective job postings to build an inclusive and diverse talent pool.
- Developed resume screening and assessment techniques and recruitment best practices.
- Demonstrated strong written and verbal communication skills by providing constructive resume feedback to BCIT peer mentees.

## EXTRACURRICULAR EXPERIENCE

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**International Peer Mentor Volunteer | BCITSA, Burnaby, BC** Sept 2020 – Dec 2020

*A peer-to-peer support program, connecting new international students beginning their education at BCIT.*

- Provided support and guidance to international students, sharing personal experiences and perspectives of student life, and referred to appropriate resources as needed.
- Organized engaging activities in-person and virtually to build social connections and increase comfort and confidence.

**The Intrapreneurship Edge Program | BCITSA, Burnaby, BC** Mar 2021 – May 2021

*In partnership with [Microsoft Garage](#), this program is designed to provide students with training on how to use entrepreneurial skills as an employee within an organization. Participants complete a strength-based assessment, self-study modules, and a case project.*

- Completed 3 online modules and actively participated in workshops delivered by Microsoft Garage.
- Practiced leadership skills, goal setting, creative problem-solving, and decision-making through teamwork on a 4-week case project, earned a micro-credential.

**Certified Peak Leader | Peak Leadership Program | BCITSA** Sept 2021 – Mar 2022

*The Peak Leadership program is a 25 hrs hands-on, team-based leadership program that provides aspiring leaders with the tools to develop professional skills and practical leadership experience.*

- Advanced my understanding of professional leadership topics by attending various webinars and training sessions led by CEOs, VPs, and industry professionals.
- Identified and exercised unique strengths through hands-on team projects.

## EDUCATION & TRAINING

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**Business Information Technology Management Diploma** 2020 - 2022

*British Columbia Institute of Technology, Burnaby, BC*

- Acquired practical experience & training in project management, business intelligence, consulting & problem-solving, and enterprise finance.
- Successful completion of a 3-month Business Consulting Project; filled a consultant role for a local business to provide recommendations and strategic solutions to a business challenge/problem.

### Extracurricular Achievement:

**Set Representative, BCITSA** 2021-2022

- Demonstrated leadership experience; acted as the first point of contact to connect, provide input, and advocate for student concerns.
- Exercised effective time management; successfully integrated extracurricular activities with intensive coursework (7-8 courses per term).

## Case Competition Examples

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*Note: Your experience with case competitions can be placed in any of the resume sections: Relevant Experience, Extracurriculars, Education or Selected Projects.*

### **JDC West 2022 Case Competition | Winnipeg, MB**

April 2022

*JDC West is a prestigious undergraduate annual competition, showcasing disciplines in 4 categories (Academics, Athletics, Debate, and Social). The event is held over 3 days with over 650 undergraduates from 12 of the premier post secondary institutes across Western Canada.*

- Collaborated with 3 BCIT JDC West team members to provide solutions to a real-life business problem in the Academics – Business Strategy category.
- Utilized critically thinking and marketing expertise to propose recommendations and implementation plan within a 3-hour timeframe.
- Demonstrated high level of public speaking and professionalism through presenting the proposed solutions and answering critical questions to a panel of judges.

### **Data Analytics QDS Hackathon | BCIT Student's Association**

Jan 2022

*The interdisciplinary hackathon comprised of computing & business students to ideate and develop a prototype with a scalable business model.*

- Awarded 1<sup>st</sup> place among 125 participants in a collaborative programming project with team of 5 students.
  - Developed a Web and Android App that guide users to free parking/meter spots and commute routes with transit-hybrid capabilities called 'Park & Save.'
- Learned and expanded knowledge on using publicly available data to integrate with the app development, creating data driven insights to solve real world problems.

### **Need Additional Support?**

Book a career appointment [here](#) with a Career Specialist for further support on your resume or other career topics. We are here to help!

**CAREER ADVISING CHAT**

